

MASTER SERVICE AGREEMENT FOR ON-CALL / AS-NEEDED SURVEYING SERVICES



Task Order / Work Authorization Process

1. Job Order Process

- All work under this contract will be performed via Job Orders
- The Town will issue a Job Order, including a descriptive scope of work for each job to be completed.
- The Town will designate the project account and notify the Finance Department of internal billing requirements prior to executing the Job Order.
- The Town will ask Surveyor to meet on site for an initial scoping meeting to define and discuss the following:
 - project objectives,
 - survey limits,
 - data collection methods,
 - hours per Job,
 - schedule,
 - work hours,
 - safety,
 - site access,
 - clearing of vegetation,
 - property owner notification,
 - utility locates,
 - etc.
- Based on the field meeting, the Job Order will be refined if necessary by the Town and submitted to Surveyor, along with a deadline for fee development. Based on the scope of work and the schedule desired by the Town, Surveyor shall develop a fee by assigning the number of hours required for each position to complete the Job Order, itemized per major work task.
- The Town will have an opportunity to review the fee and negotiate if deemed necessary. If both parties are unable to mutually agree on a fair and reasonable fee and schedule, the Town reserves the right to contract with another Surveyor to perform the work.
- Once the fee, scope, and schedule are mutually agreeable, the Director of Engineering will approve each Job Order on behalf of the Town. The Job Order will then be sent to the Surveyor for approval.
- Both a start and finish date will be clearly defined on the Job Order. Once the Job Order is signed by Surveyor and returned to the Town, work may begin.
- If a Job Order is time critical to the project, liquidated damages of \$500 per day may be included in the Job Order and assessed for not meeting agreed upon schedule.
- Once approved, all Job Orders will require a field kickoff meeting on site, including a representative of the Town and the Surveyors actual field crew to perform the work. At this meeting the Town will reiterate project objectives and answer any questions the field crew may have.
- The Town will be responsible to assess permitting needs and address these prior to the issuance of any Job Order.

- Job Order Sequence of Events / Time Requirements:
 - Surveyor shall be able to meet with Town for the initial on-site scoping meeting within 2 business days of the request.
 - After the initial on-site scoping meeting, the Town shall issue a Job order within 3 business days.
 - The Contractor shall develop a fee proposal based on the Job order and submit it to the Town within 2 business days of receiving the Job Order.
 - The Town will respond with acceptance or comments within 2 business days of receipt of the proposal.
 - The Contractor shall be able to meet with the Town for the field kickoff meeting within 2 business days of the request / after the approval of the Job Order.
 - The Town will issue a written Notice To Proceed to activate the Job Order and schedule.

2. Changes to Job Orders

The Town will issue an addendum to the Job Order if additional work is required. The process shall be the same as that for the Job Order, with the objective to execute a mutually agreeable scope of work, schedule and fee for the additional work. Surveyor shall notify the Town immediately if they recognize the need for an addendum to the Job Order.

3. Sub-Consultants

All sub-consultants must be pre-approved in writing by the Town. The Surveyor shall provide the Town with three (3) references for each sub-consultant for similar work done within the past three-(3) years. All sub-contractors must have a Town Business Licenses, as well as proper insurance and licenses.

4. Utility Coordination

The Town will make initial contact with the utility providers if locations of their service are required. Surveyor may be asked to coordinate their work with the utilities after the job begins. If subsurface exploration is required, either via soft dig (hand digging at a specific location to survey the location of the actual utility) or SUE (Subsurface Utility Exploration), including Ground Penetrating Radar (GPR), then Surveyor shall be responsible for coordinating this work with the utility providers. Surveyor shall provide the Town the PUPS ticket number as soon as they receive it. The contractor shall be responsible for any damages they may cause to existing utilities.

- ## **5. Work Safety and Traffic control**
- The Contractor shall follow OSHA and MUTCD guidelines (including the Work Zone Safety handbook) in ensuring the safety of their employees. All personnel shall wear high visibility safety apparel (ANSI Performance Class 2 or 3 vests) when working in a road right of way under this contract. Surveyor will notify the Town if any traffic control measures cannot be accommodated within the scope of the Job Order.

6. Payment procedures.

Invoices and Payment shall be made according to the terms and conditions of the contracts prices. The Contractor shall meet with the Town monthly to review and submit invoice, providing adequate documentation for work completed. Surveyor shall provide invoices that correlate exactly to hours and work of the Job Order(s).

7. Access to PUD's

The Town will contact gated communities (PUD) to advise them that Surveyor is under contract with the Town and coordinate with them to handle security clearance when necessary. Each PUD may mandate specific work hours. The Job order will reflect the work hours approved by the PUD.